



# Adding a Comment

Sometimes timekeeping requires a comment. Typically comments are added by the manager (or an MCtime team member), as a way to explain an edit on the timecard.

When an employee is provisioned FMLA or Parental, any absence is assumed to be related to the provisioned Tracking codes, however the employee (or manager) may use the comment code to indicate any leave that is not being used for the FMLA or Parental events. All FMLA leave is also Parental, as it relates to the newborn. If Compensatory Leave is used, (and FMLA cannot be applied) only Parental should be used.

Currently three comments exist that employees can use to designate leave used that does not relate to the FMLA and/or Parental Leave event:

- Employee Indicated Leave Not Related to FMLA
- Employee Indicated Leave Not Related to PARENTAL
- Employee Indicated Leave neither FMLA nor PARENTAL

## How to Add a Comment

1. Place The cursor on the desired LEAVE cell.

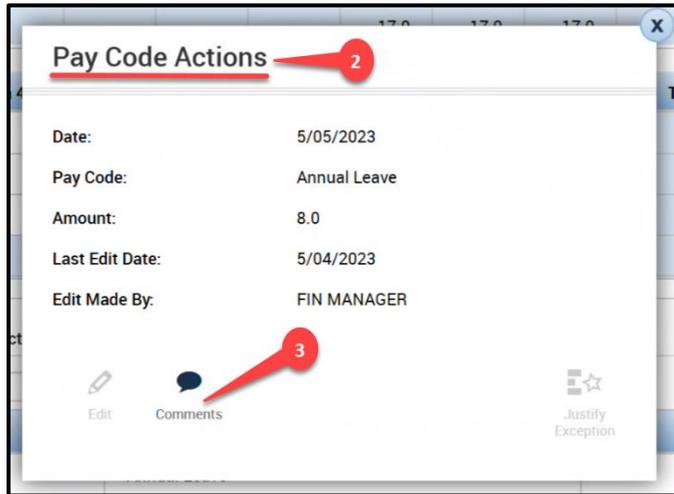
	Pay Code	Transfer	Sun 4/30	Mon 5/01	Tue 5/02	Wed 5/03	Thu 5/04	Fri 5/05	Sat 5/06	Total
<input checked="" type="checkbox"/>	Hours Worked			8.0	8.0	8.0	8.0			32.0
<input checked="" type="checkbox"/>	Annual Leave							8.0		8.0
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Schedule				10:3...	10:3...	10:3...	10:3...	10:3...	



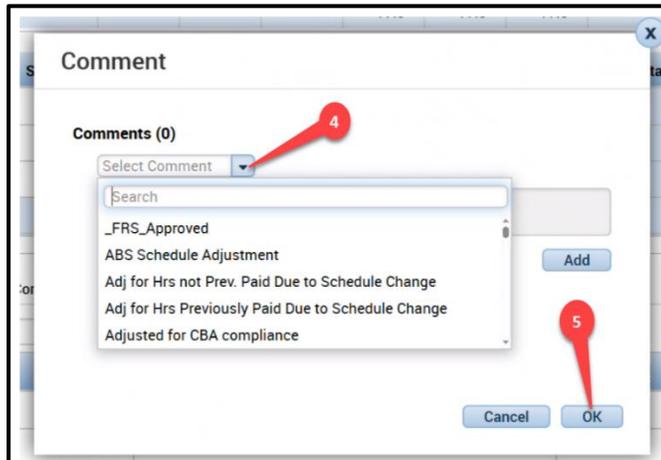


## Adding a Comment

2. Right click the cell to reveal the **Pay Code Actions** popup window.



3. Click the **Comments** icon.
4. Using the 'Select Comment' dropdown menu, assign the appropriate entry.



5. Click **OK**.





## Adding a Comment

6. Click **SAVE**.
7. To ensure the comment that was assigned appropriately, use the **Audits** tab and the **Comments** option on the dropdown menu.

	Pay Code	Transfer	Sun 4/30	Mon 5/01	Tue 5/02	Wed 5/03	Thu 5/04	Fri 5/05	Sat 5/06	Total
<input type="checkbox"/>	Hours Worked			8.0	8.0	8.0	8.0			32.0
<input type="checkbox"/>	Annual Leave							8.0		8.0
<input type="checkbox"/>	<Enter Pay Code>									
<input type="checkbox"/>	Schedule				10:3...	10:3...	10:3...	10:3...	10:3...	

Totals Accruals **Audits** Historical Corrections

Comments

Date	Time	Type	User	Comment	Note
Fri 5/05		Pay Code Edit	MCTIME12	Approved by Manager	

8. The timecard will also show a little note icon on the selected day.

## How to Delete a Comment

1. Place the cursor on the desired LEAVE cell.

	Pay Code	Transfer	Sun 4/30	Mon 5/01	Tue 5/02	Wed 5/03	Thu 5/04	Fri 5/05	Sat 5/06	Total
<input type="checkbox"/>	Hours Worked			8.0	8.0	8.0	8.0			32.0
<input type="checkbox"/>	Annual Leave							8.0		8.0
<input type="checkbox"/>	<Enter Pay Code>									
<input type="checkbox"/>	Schedule				10:3...	10:3...	10:3...	10:3...	10:3...	

Totals Accruals **Audits** Historical Corrections

Comments

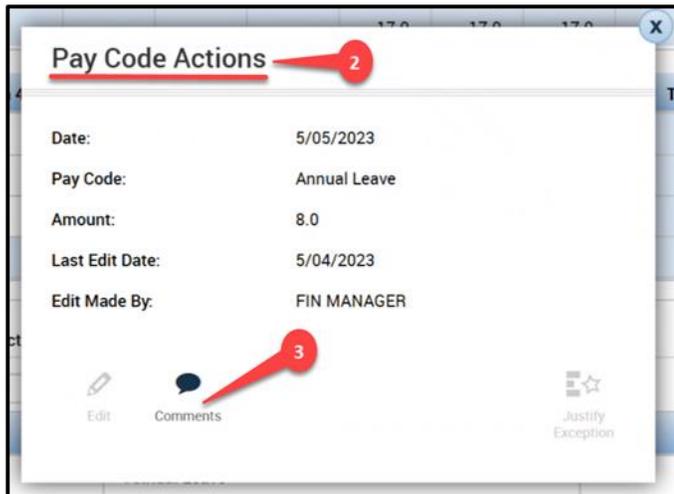
Date	Time	Type	User	Comment	Note
Fri 5/05		Pay Code Edit	MCTIME12	Approved by Manager	



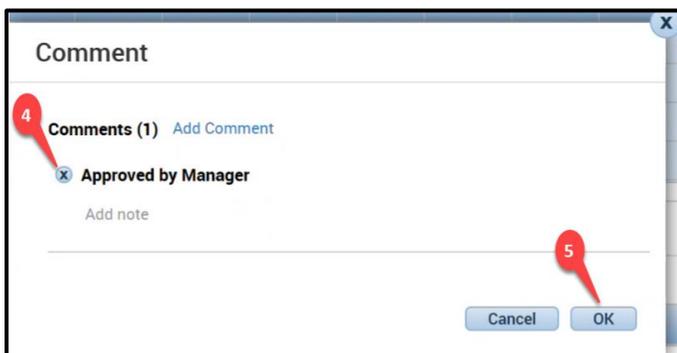


## Adding a Comment

2. Right click the cell to reveal the **Pay Code Actions** popup window.



3. Click the **Comments** icon.
4. From the **Comment** window, click the blue X to the left of the comment to be removed.



5. Click **OK**.
6. Click **SAVE**.





## Adding a Comment

- To ensure that the comment was removed properly, use the **Audits** tab and the **Comments** option on the dropdown menu to confirm. Receiving a 'No data to display' message accurately depicts the removal of the comment.

Totals Accruals <b>Audits</b> Historical Corrections						
Comments						
Date	Time	Type	User	Comment	Note	
No data to display						

